



**Semi-Annual Report  
on  
Female and Minority Employment**

**July 1, 2008– December 31, 2008**

**Personnel Cabinet  
January 2009**



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**Steven L. Beshear**  
Governor

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**Nikki R. Jackson**  
Secretary

January 26, 2009

The Honorable Steve Beshear  
Governor, Commonwealth of Kentucky  
The Capitol Building  
Frankfort, Kentucky 40601

Dear Governor Beshear:

In accordance with KRS 18A.138, I am submitting to you the enclosed semi-annual report on Female and Minority Employment for the six month period of July 1, 2008 through December 31, 2008. This report reflects the Executive Branch minority and female employment utilization statewide and by individual cabinet and/or agencies.

On July 1, 2004, the long-term hiring goal for minorities was raised from 7.51% to 10%. The long-term hiring goal for females was maintained at 52.42%, as established in June 1996. Through these goals your Administration continues its focus on increasing representation in employment by race, ethnicity and gender.

The data for this reporting period reflects mixed results toward these goals. The total number of state employees as of December 31, 2008, was 31,467. The statewide percentage attained as of December 31, 2008, was 8.89% for minorities and 49.06% for females.

The Personnel Cabinet, the Cabinet for Health and Family Services, and the Cabinet for Economic Development have exceeded the overall goals for both minority and female employment. The Education Cabinet, Labor Cabinet and General Government Cabinet have exceeded the overall goals for female employment.

The Personnel Cabinet, through its Office of Diversity and Equality, is committed to assisting all agencies to achieve their goal of creating and maintaining a diverse workforce.

Sincerely,

A handwritten signature in blue ink that reads "N. Jackson".

Nikki R. Jackson, Secretary

Enclosure: Semi-Annual Report July 1, 2008-December 31, 2008

## **STATEMENT OF PURPOSE**

### **Office of Diversity and Equality**

The Office of Diversity and Equality in the Commonwealth of Kentucky's Personnel Cabinet is committed to ensuring greater diversity within state government. Kentucky Revised Statute 18A.138 (4) directs the Personnel Cabinet to produce a Semi-Annual Report on Minority and Female Employment in order to provide state officials with a progress assessment of the Commonwealth's Affirmative Action Plan. The data in this report reflects the degree of workforce diversity within state government.

The Affirmative Action Plan of the Commonwealth of Kentucky provides the state with utilization goals for minority and female employment. Currently, these goals are set at 10% and 52.42%, respectively. The purpose of this Semi-Annual Report on Minority and Female Employment is to provide a snapshot of workforce realities in comparison to the established utilization goals.

The Commonwealth of Kentucky's commitment to Affirmative Action and equal employment opportunities is a work in progress. This report identifies the complex status of affirmative action goals within state government: an increasing number of cabinets that are meeting and exceeding utilization goals, other cabinets making substantial progress towards goals, as well as cabinets currently in decline.

The Office of Diversity and Equality produces this report, as well as diversity and EEO training for the various cabinets, in order to promote and sustain a workforce that reflects the diversity found within the Commonwealth. Continuing success in securing a diverse workforce is a legal, economic and moral imperative. This report should allow the various cabinets to assess their plans for the recruitment, retention and promotion of minorities and women.

### **Report Structure & Methodology**

Customer Information Control System (CICS), the Commonwealth's payroll system, provides the employment data found within this Semi-Annual Report on Minority and Female Utilization. The data is broken down into three groups: total employment, minority employment and female employment.

Within this report, one will find both written and graphic descriptions of the data provided by CICS, beginning with an overview of the statewide progress, followed by a snapshot of minority and female utilization numbers for the various cabinets.

## Notes on Reading the Utilization Tables

1.) The Commonwealth Utilization Table (page 9) consists of twelve columns. The column categories are abbreviated to provide maximum use of space on the pages that follow. The categories found on each table, from left to right, are (abbreviations used in report in parenthesis):

- Job Category
- Total Number of Employees (TOT EMPS)
- Number of Minorities Employed (MIN)
- Percentage of Minorities in the Total Workforce (% MIN)
- Minority Utilization Average for All Employers in the State (STATE MIN AVG)<sup>1</sup>
- Projected Minority Utilization Goal (MIN PROJ % Goal)
- Number of Females Employed (FEMALE EMPS)
- Percentage of Females in the Total Workforce (% FEMALE)
- Female Utilization Average for All Employers in the State (STATE FEMALE AVG)
- Projected Female Utilization Goal (FEM PROJ %)
- Number of Minority Hires Needed to Reach Utilization Goals (# MIN NEEDED)
- Number of Female Hires Needed to Reach Utilization Goals (# FEMALES NEEDED)

2.) The middle rows found on the statewide table represent the EEO Job Categories found within state government. There are nine possible categories (for a description of each EEO Job Category **SEE APPENDIX I.**)

3.) The bottom rows provide totaled information for overall analysis. The three bottom rows are:

- TOTAL (the sum of all data found in the various columns for each EEO job category)
- JUNE '08 TOTAL (the total from the previous reporting period)
- CHANGES (the differences (+/-) between the current total and the total from the previous reporting period)

4.) Color coding is used to highlight certain useful information for readers.

- Green (utilization goal met)

## Cabinet Utilization Tables

Also included in this report are snapshots of the overall minority and female utilization numbers for each cabinet. These tables include the basic information provided by the CICS reports (including total employees, number minority and female employees and percentages, projected goals and the number of employees needed to meet these goals).

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<sup>1</sup> These statewide utilization averages for all employers (public and private) have been taken from the 2000 Census Bureau website. The 2000 Census defines the labor pool to include individuals sixteen years and older. Although the Commonwealth of Kentucky requires one to be at least eighteen for employment, this is the most comprehensive data on employment, by EEO category, available. The impact of including this data, which includes sixteen and seventeen year olds, on this analysis is unknown. One could assume that this particular age group would affect the numbers of certain EEO categories not included in this report, such as Sales Workers and Laborers & Helpers. This information is located on the EEO Data Tool Page of the US Census Bureau's website: [www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html) (accessed 10/21/2008).

## **Analytical Framework for Readers**

The analysis found within this report focuses on providing readers with a general overview of the status of the Commonwealth of Kentucky and its various cabinets on the employment of minorities and women. The numbers themselves give little room for interpretation when comparing employment realities with projected utilization goals. Therefore, this report also provides the utilization average of all employers within the state (public and private) to place the Commonwealth's numbers within the context of statewide workforce availability. Though the causes for underutilization cannot be fully articulated through the data and methodology used to compile this report, readers should use the statewide utilization average (for all employers, public and private) as a benchmark to analyze how the Commonwealth performs in relation to other employers. Certain cabinets will have more difficulty reaching goals due to the limited qualifying availability within the labor pool of targeted populations for traditionally race or gender dominated positions. This does not excuse underutilization, but rather, provides the opportunity for innovation in recruitment and retention of minority and female employees in order to improve these numbers in a good faith effort (even if reaching the projected goal is not feasible).

For the purpose of this report, areas highlighted to indicate the achievement of utilization goals comply strictly with the percentages established to quantify full utilization. There are instances throughout this report, however, where utilization percentages are extremely close to the projected goals, but are still classified as underutilized. (Under the current methodology used to compile this report, hiring one individual in some of these instances would place the agency in compliance.)

## **COMMONWEALTH OF KENTUCKY WORKFORCE ANALYSIS**

### **Overall Statewide Analysis**

Between June 30, 2008 and December 31, 2008, the number of state employees has decreased from 33,112 to 31,467. A total of 1,645 positions were either vacated or eliminated.

#### **1.) Minority Utilization**

The percentage of minority utilization fell 0.13% during these six months from 9.02% to 8.89%.<sup>2</sup> The decrease in minority utilization may have resulted from the number of positions held by minorities that were eliminated or vacated in December 2007. Minorities represented 8.89% of the workforce in December 2008, and 11.55% of the 1,645 positions eliminated since June 2008. State government will need 349 minority hires in order to meet overall minority utilization goals.<sup>3</sup>

#### **2.) Female Utilization**

In the last six months, the percentage of females employed by the Commonwealth of Kentucky has fallen 0.27%, from 49.33% to 49.06%.<sup>4</sup> Of the 1,645 positions eliminated or vacated since June 2008, 54.35% were held by females. State government will need 1,057 hires in order to reach the goals for female utilization.

#### **3.) Climate Analysis**

The current budget shortfalls within state government, in correlation with the current economic recession, may be a contributing factor to the recent decline in the Commonwealth's utilization numbers. Over the past year, the Commonwealth has experienced an exodus of workers into retirement. This, coupled with a hiring freeze for several state agencies (due to budget restraints), has created an environment not conducive for steady progress in attaining utilization goals for female and minority employment. There is no evidence to suggest that this decline is a result of policies pursued by the current administration or any of its agencies, rather, the Commonwealth's 1,645 fewer workers (some due to retirement and others due to natural attrition) and limited ability to hire.

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<sup>2</sup> See Minority Utilization Trend on page 15.

<sup>3</sup> The number of individuals needed to meet state utilization goals are calculated to the highest ones place in order to provide a realistic number for reaching the state's utilization goals. The numbers in the utilization tables are not rounded in this manner, but are rounded only to the highest tenths place to reflect a more theoretical number needed to meet the utilization goals.

<sup>4</sup> See Female Utilization Trend on page 16.

## **Commonwealth Analysis by EEO Category**<sup>5</sup>

### **1.) Minority Utilization by EEO Category**

As of December 31, 2008, the Commonwealth of Kentucky met minority utilization goals in the following EEO Categories: Groups 5 (Paraprofessionals) and 8 (Service Maintenance). The table for statewide utilization shows that the percentage for EEO Group 2 (Professionals) is very close to utilization – only 0.95% (or 147 individuals) away from the hiring goal. This group is well above the state average of 8.4%.<sup>6</sup> The Commonwealth's utilization is greater than the utilization average for all employers in the state in the EEO Groups 1 (Officials & Administrators), 2 (Professionals) and 7 (Skilled Workers). The Groups that fall short of both utilization goals and the statewide average are Groups 3 (Technicians), 4 (Protective Service Workers), 6 (Office & Clerical), and 7 (Skilled Workers).

The minority utilization averages for all employers in the state serve as useful benchmarks to analyze state government's progress in these areas. However, though most of these averages also fall below 10%, it should not be inferred that the Commonwealth's utilization goals are not attainable. An increase in minority utilization within state government would provide an inclusive example for employers across the state. The Commonwealth's goal of 10% minority utilization may be attained through more targeted and disciplined recruitment techniques. With the third consecutive period of an overall decrease in employment within state government, efforts to not only recruit, but retain minority employees are currently being implemented and under further development.

### **2.) Female Utilization by EEO Category**

As of December 31, 2008, the Commonwealth of Kentucky met female utilization goals in the following EEO Categories: Groups 2 (Professionals), 5 (Paraprofessionals) and 6 (Office and Clerical). The categories that fall short of utilization goals are Groups 1 (Officials & Administrators), 3 (Technicians), 4 (Protective Service Workers), 7 (Skilled Workers) and 8 (Service Maintenance). The data does indicate that in the EEO Groups 1, 2, 5, 6, and 7, the Commonwealth's utilization of females is at a percentage greater than the statewide average for all employers.

The numbers for both state government and the state average for all employers suggest the workforce availability for certain EEO categories will provide substantial obstacles in achieving utilization goals. Factors like trends of interest, educational attainment, geographic location and the terms of employment should be considered. This seems especially true for Groups 4 (Protective Service Workers) and 7 (Skilled Workers), with average female utilization of 16.7% and 5.1% respectively. These two categories represent positions traditionally dominated by males.

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<sup>5</sup> For definitions of the EEO Job Categories please see **Appendix 1**.

<sup>6</sup> The 2000 Census defines the labor pool to include individuals sixteen years and older. Although the Commonwealth of Kentucky requires one to be at least eighteen for employment, this is the most comprehensive data on employment, by EEO category, available. This information is located on the US Census Bureau's EEO Data Tool website: [www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html) (accessed 10/21/2008).



## COMMONWEALTH UTILIZATION TABLE

JOB CATEGORY	TOT EMPS	MIN	% MIN	STATE MIN. AVG	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	STATE FEMALE AVG	FEMALE PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
EEO GRP 1: OFFICIALS & ADMIN	2,741	209	7.62%	6.1%	10.00%	1,132	41.3%	37.7%	52.42%	65.1	304.8
EEO GRP 2: PROFESSIONAL	15,520	1,405	9.05%	8.4%	10.00%	9,002	58%	57.9%	52.42%	147	0
EEO GRP 3: TECHNICIANS	1,700	111	6.53%	8.2%	10.00%	588	34.59%	62.9%	52.42%	59	303.1
EEO GRP 4: PROTECT SERV WRKR	3,293	233	7.08%	10.6%	10.00%	550	16.7%	19.8%	52.42%	93.3	1,176.2
EEO GRP 5: PARA PROFESSIONAL	2,178	328	15.06%	8.3%	10.00%	1,701	78.1%	62.6%	52.42%	0	0
EEO GRP 6: OFFICE & CLERICAL	2,026	155	7.65%	9.3%	10.00%	1,675	82.68%	76.8%	52.42%	47.6	0
EEO GRP 7: SKILLED WORKER	2,329	134	5.75%	5.8%	10.00%	144	6.18%	5.1%	52.42%	98.9	1,076.9
EEO GRP 8: SERVICE MAINTENANCE	1,679	223	13.28%	14.7%	10.00%	647	38.53%	64.1%	52.42%	0	233.1
EEO GRP 9: OTHER	1	0	0.00%	--	10.00%	0	0.00%	--	52.42%	0.1	0.6
TOTAL	31,467	2,798	8.89%		10.00%	15,439	49.06%		52.42%	348.7	1,056.1
JUNE '08 TOTAL	33,112	2,988	9.02%		10.00%	16,333	49.33%		52.42%	323.2	1,024.32
CHANGES	-1,645	-190	-0.13%			-894	-0.27%			+25.5	+31.8



Utilization Goals Met



Totals



June 2008 Totals



Columns represent utilization percentages for all employers in the state



Columns represent numbers from the Commonwealth



Changes in numbers between June 2008 and December 2008

## **OVERALL CABINET GOAL ATTAINMENT**

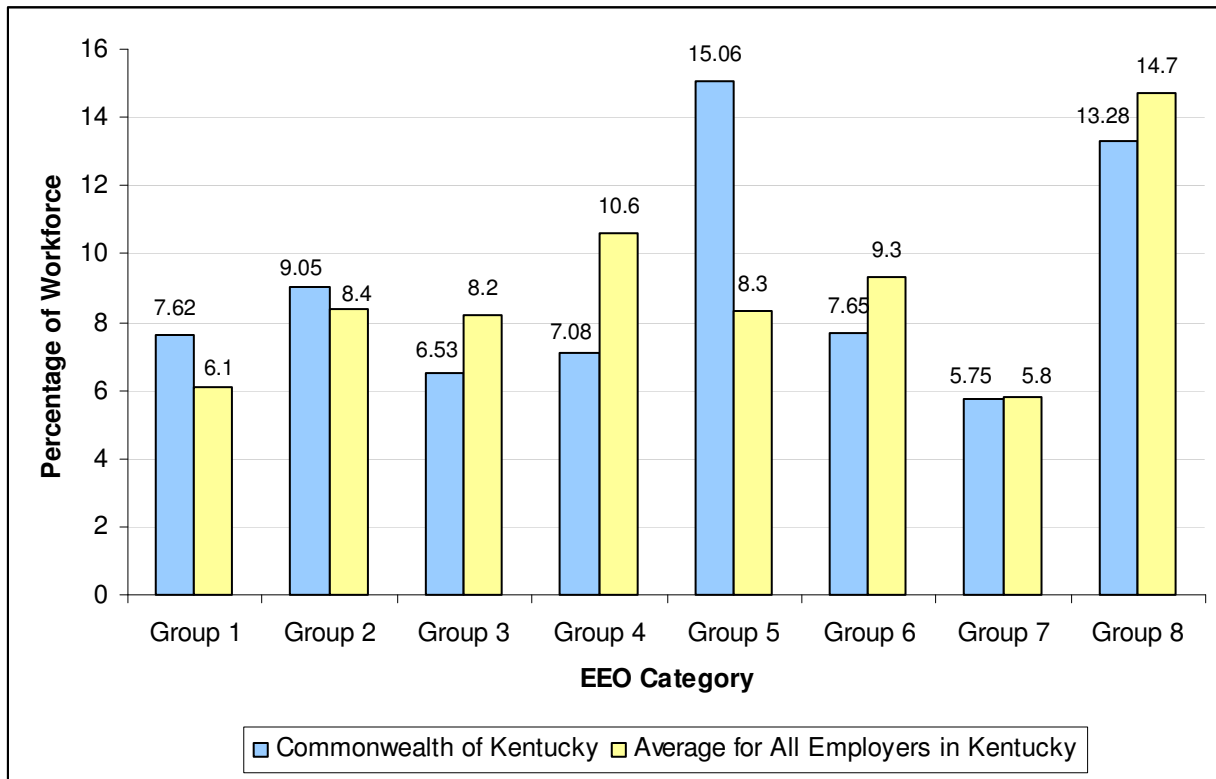
- **Cabinets meeting both minority and female utilization goals:<sup>7</sup>**
  - Health & Family Services Cabinet
  - Personnel Cabinet
  - Economic Development Cabinet
- **Cabinets meeting minority utilization goals:<sup>8</sup>**
  - Health & Family Services Cabinet (13.69%)
  - Personnel Cabinet (11.16%)
  - Economic Development Cabinet (10.87%)
- **Cabinets meeting female utilization goals:**
  - Economic Development Cabinet (57.61%)
  - Education Cabinet (59.19%)
  - General Government (60.77%)
  - Health & Family Services Cabinet (79.65%)
  - Labor Cabinet (54.5%)
  - Personnel Cabinet (73.49%)

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<sup>7</sup> Since the last reporting period, the number of cabinets that reach the utilization goals for both minority and female utilization has grown from two to three with the addition of the Economic Development Cabinet.

<sup>8</sup> The Labor Cabinet was incredibly close to the minority utilization goal with 9.7%. This was an increase of 0.42% since the last reporting period.

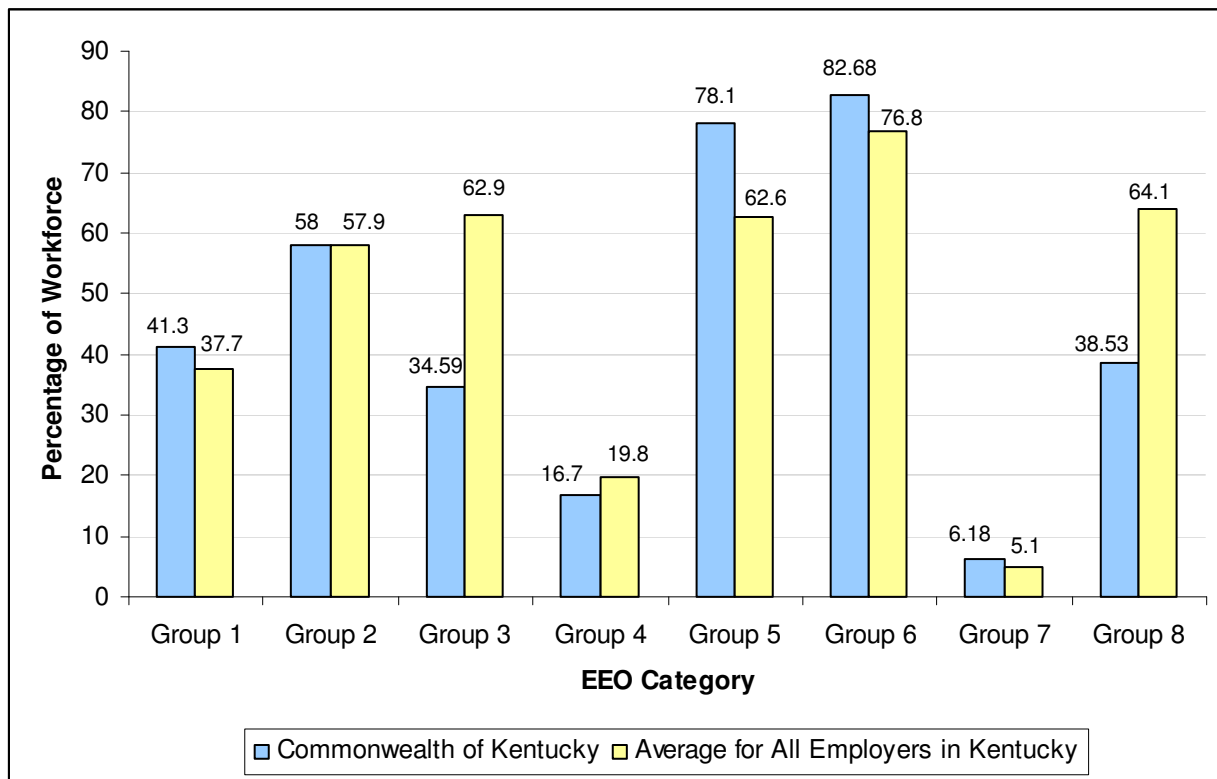
**COMMONWEALTH MINORITY UTILIZATION**  
**COMPARISON WITH KENTUCKY AVERAGE BY EEO CATEGORY<sup>9</sup>**



- Group 1 – Officials & Administrators
- Group 2 – Professionals
- Group 3 – Technicians
- Group 4 – Protective Service Workers
- Group 5 – Paraprofessionals
- Group 6 – Office & Clerical Workers
- Group 7 – Skilled Workers
- Group 8 – Service Maintenance Workers

<sup>9</sup> The overall state minority utilization by EEO Category is found on the US Census Bureau's EEO Data Tool webpage, [www.census.gov/hhes/www/eoindex/page\\_c.html](http://www.census.gov/hhes/www/eoindex/page_c.html) (accessed 10/21/2008).

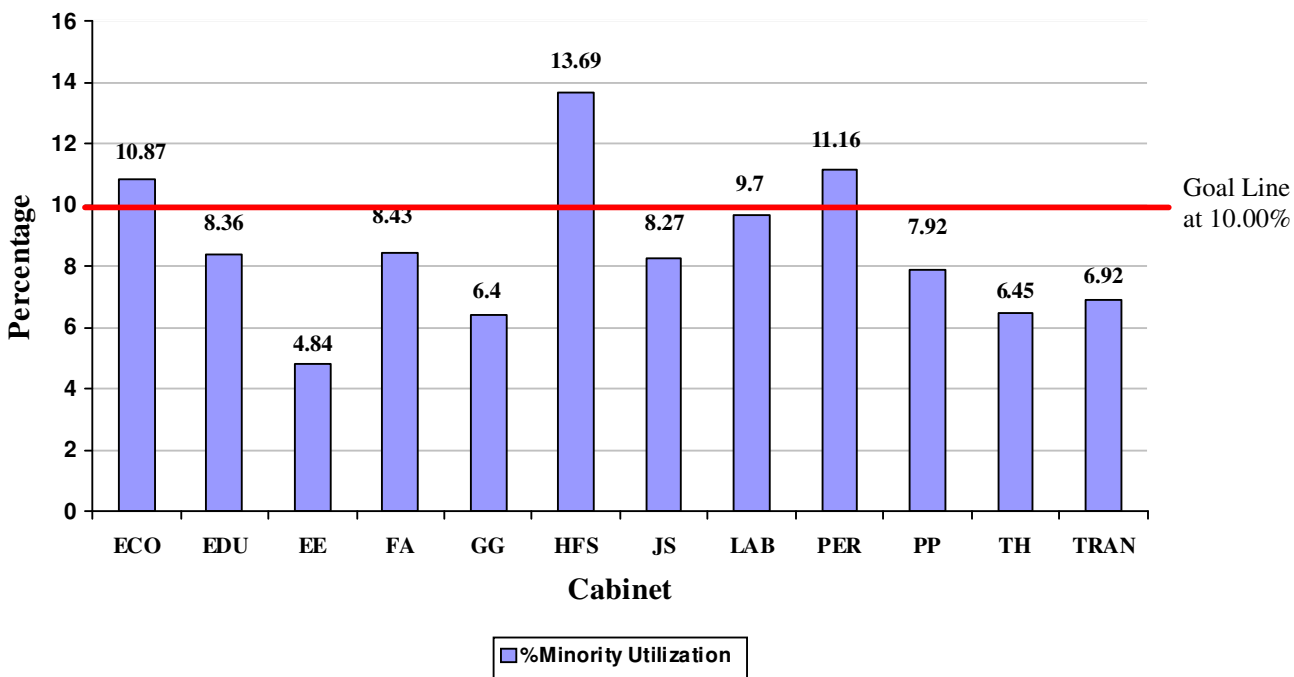
**COMMONWEALTH FEMALE UTILIZATION**  
**COMPARISON WITH KENTUCKY AVERAGE BY EEO CATEGORY<sup>10</sup>**



- Group 1 – Officials & Administrators
- Group 2 – Professionals
- Group 3 – Technicians
- Group 4 – Protective Service Workers
- Group 5 – Paraprofessionals
- Group 6 – Office & Clerical Workers
- Group 7 – Skilled Workers
- Group 8 – Service Maintenance Workers

<sup>10</sup> The overall state female utilization by EEO Category is found on the US Census Bureau's EEO Data Tool webpage, [http://www.census.gov/hhes/www/eoindex/page\\_c.html](http://www.census.gov/hhes/www/eoindex/page_c.html) (accessed 10/21/2008).

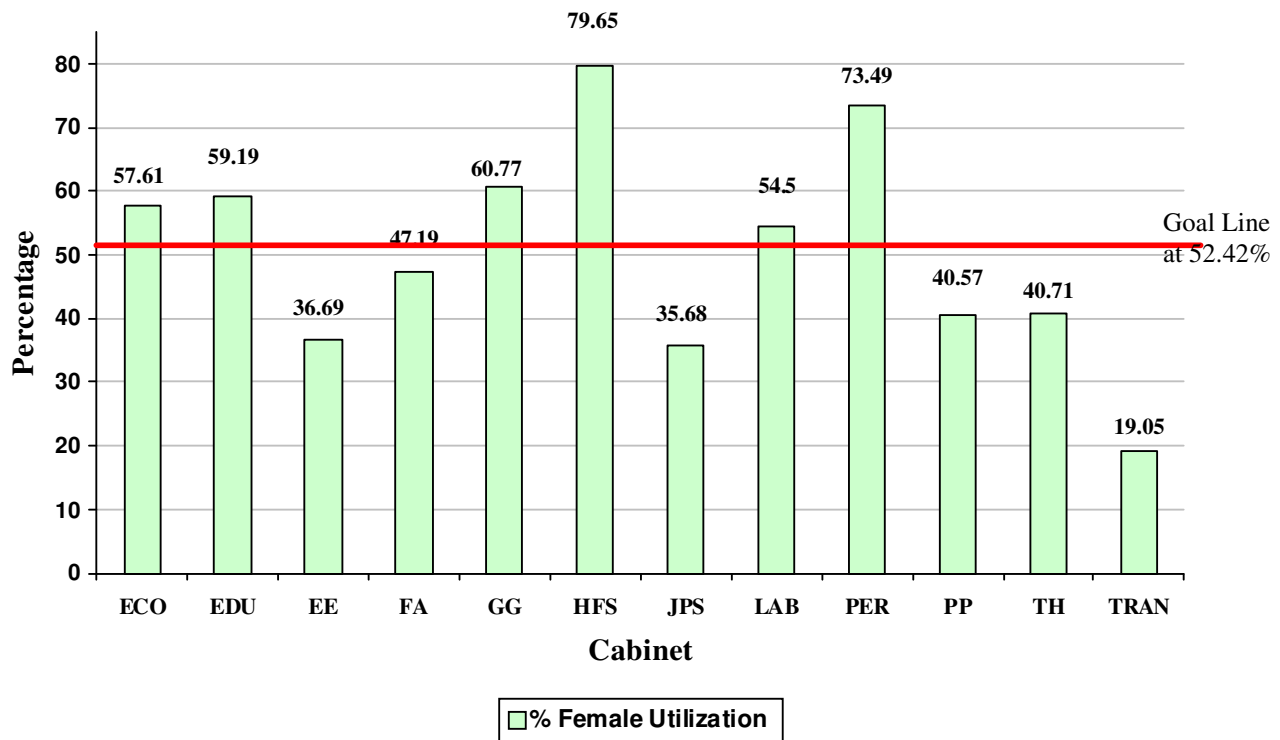
## MINORITY UTILIZATION BY CABINET



## CABINETS

ECO	- Economic Development
EDU	- Education & Workforce Development
EE	- Energy & Environment
FA	- Finance & Administration
GG	- General Government
HFS	- Health & Family Services
JPS	- Justice & Public Safety
LAB	- Labor
PER	- Personnel
PP	- Public Protection
TH	- Tourism, Arts & Heritage
TRAN	- Transportation

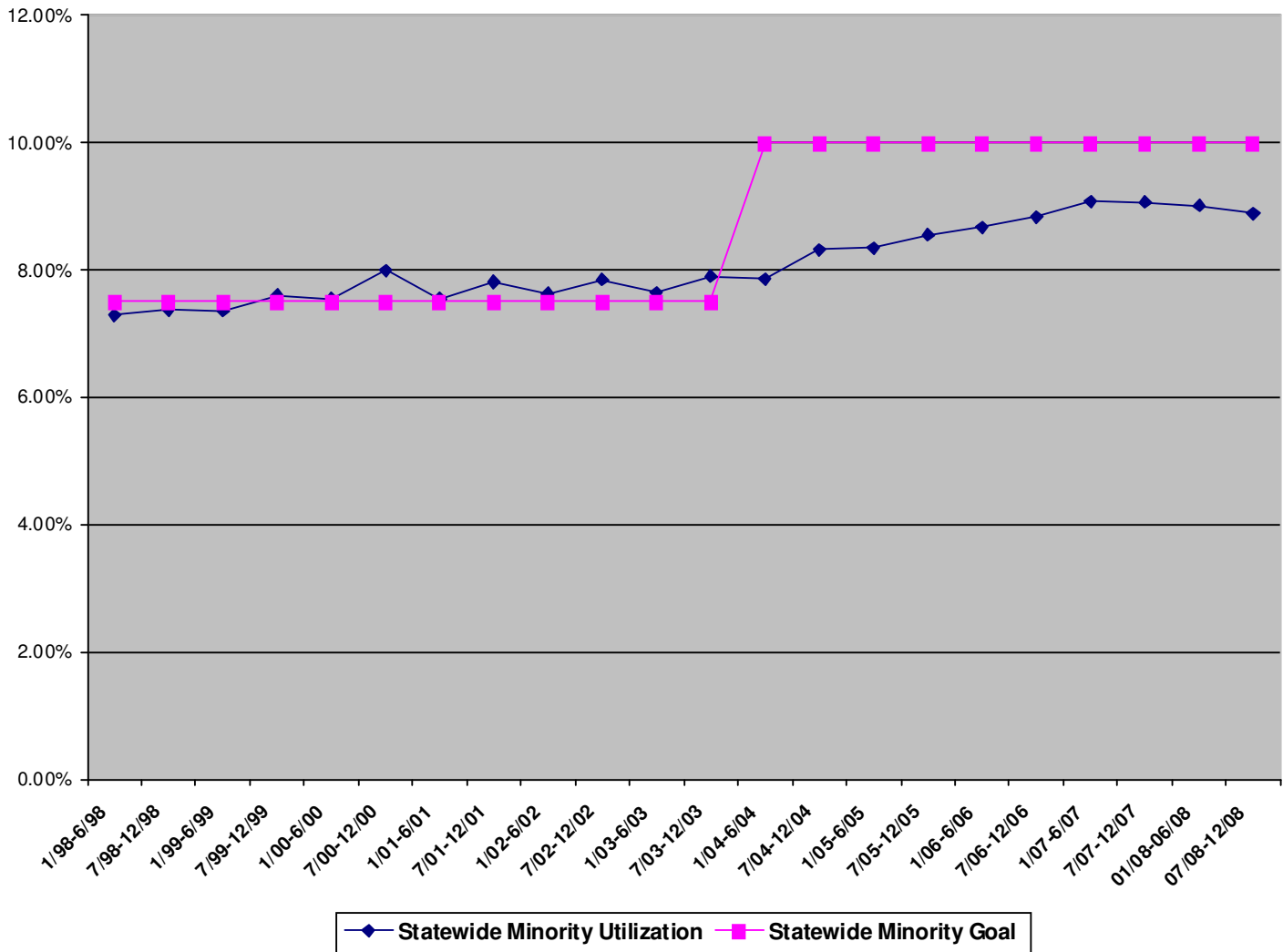
## FEMALE UTILIZATION BY CABINET



### CABINETS

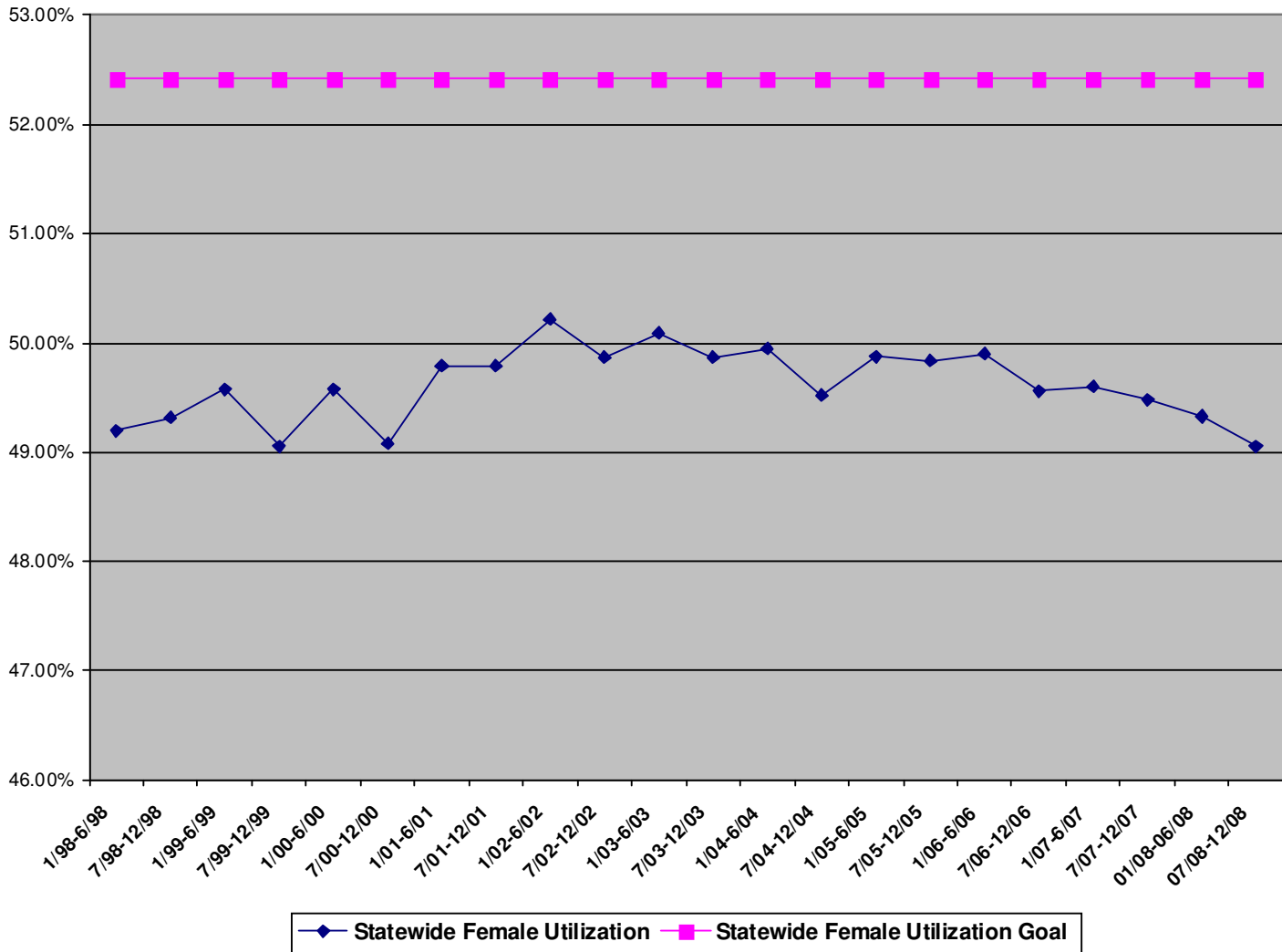
ECO	- Economic Development
EDU	- Education
EE	- Energy & Environment
FA	- Finance & Administration
GG	- General Government
HFS	- Health & Family Services
JPS	- Justice & Public Safety
LAB	- Labor
PER	- Personnel
PP	- Public Protection
TH	- Tourism, Arts & Heritage
TRAN	- Transportation

### MINORITY UTILIZATION TREND FOR JANUARY 1998 – JUNE 2008



This graph illustrates the beginning of a slight decline in minority utilization beginning around January 2006 and continuing to the end of this reporting period. Before June 2006, there was a steady increase in minority utilization over six reporting periods. Even though this decline has been within in tenths and hundredths of a percentage point, the chart above suggests that no progress has been made, since January 2006, in attaining the Commonwealth's overall minority utilization goals.

### **FEMALE UTILIZATION TREND FOR JANUARY 1998 - JUNE 2008**



This graph illustrates a steady decline in female utilization beginning around June 2006 and continuing to the end of this reporting period. Even though this decline has been within fractions of one percentage point, the chart above suggests that no progress has been made in attaining the Commonwealth's overall female utilization goals. The current percentage of female employees within state government suggests the Commonwealth has an opportunity to consider more innovative recruitment and retention techniques for female workers.



## **ECONOMIC DEVELOPMENT CABINET ANALYSIS**

The Economic Development Cabinet is one of three cabinets within state government that meet both the minority and female utilization goals.

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, twelve positions were eliminated or vacated in the Economic Development Cabinet, resulting in a total workforce of 92. Of these 92 employees, ten are minorities. These ten employees comprise 10.87% of the Economic Development Cabinet's workforce, 0.87% above the minority utilization goal of 10%. Since the last reporting period, the percentage of minority workers in the Economic Development Cabinet has increased by 1.25%.

### **Female Utilization**

Between June 2008 and December 2008, 50% of the positions eliminated or vacated in the Economic Development Cabinet were held by women. Of the 92 employees currently within the cabinet, 53 are female. This decrease in employment over the last six months had a positive affect on the percentage of female utilization. Since the last reporting period, this percentage has increased 0.88% from 56.73% to 57.61%. The Economic Development Cabinet's female employment is 5.19% above the targeted female utilization goal of 52.42%.

## **ECONOMIC DEVELOPMENT UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	92	10	10.87%	10.00%	53	57.61%	52.42%	0.0	0.0
<b>JUNE '08 TOTAL</b>	104	10	9.62%	10.00%	59	56.73%	52.42%	0.4	0.0
<b>CHANGES</b>	-12	0	+1.25		-6	+0.88%		-0.4	0



Utilization Goal Met

## **EDUCATION & WORKFORCE DEVELOPMENT CABINET ANALYSIS**

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, 226 positions were eliminated or vacated in the Education & Workforce Development Cabinet, resulting in a total workforce of 2,632. Of these 2,632 employees, 220 are minorities. These 220 employees comprise 8.36% of the Education & Workforce Development Cabinet's workforce, 1.64% below the minority utilization goal of 10%. In June 2008, the Education & Workforce Development Cabinet had a minority utilization of 8.85%, 0.49% greater than the current figure. Of the 226 positions eliminated or vacated, 33 were held by minorities. These 33 positions comprised 14.6% of all the jobs eliminated or vacated during this reporting period. This percentage of loss is greater than both the minority utilization percentage from the last reporting period and the targeted utilization goal. This loss of minority held positions has adversely affected the utilization percentage for this reporting period.

### **Female Utilization**

Between June 2008 and December 2008, 80.5% of the positions eliminated or vacated in the Education & Workforce Development Cabinet were held by women. Of the 2,632 employees currently within the cabinet, 1,558 are female. In the last six months, the percentage of females employed by the Education & Workforce Development Cabinet has decreased from 60.88% to 59.19%, a decline of 1.69%. Much like with the minority utilization numbers, the loss of female held positions within the cabinet has contributed to this decline. Nevertheless, the Education Cabinet remains above the targeted female utilization goal of 52.42% by 6.77%.

### **EDUCATION CABINET UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	2,632	220	8.36%	10.00%	1,558	59.19%	52.42%	43.2	0.0
<b>JUNE '08 TOTAL</b>	2,858	253	8.85%	10.00%	1,740	60.88%	52.42%	32.8	0.0
<b>CHANGES</b>	-226	-33	-0.49%		-182	-1.69%		+10.4	



Utilization Goal Met

## **ENERGY & ENVIRONMENT CABINET ANALYSIS**

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, 73 positions were eliminated or vacated in the Energy & Environment Cabinet, resulting in a total workforce of 1,611. Of these 1,611 employees, 78 are minorities. These 78 employees comprise 4.84% of the Energy & Environment Cabinet's workforce, 5.16% below the minority utilization goal of 10%. Moreover, since the last reporting period the percentage of minority workers in this cabinet has fallen slightly. In December 2008, the Energy & Environment Cabinet had a minority utilization of 4.99%, 0.15% greater than the current figure. Of the 73 positions eliminated or vacated, only six were held by minorities. These six positions comprised only 8.22% of all the jobs eliminated or vacated during this reporting period. This percentage of loss is lower than the targeted utilization goal but higher than the cabinet's utilization of minorities. This disproportional decrease in minority held positions may have contributed to the cabinet's decline in utilization.

### **Female Utilization**

Of the 1,611 employees currently within the Energy & Environment Cabinet, 591 are female. Only 34.25% of the positions eliminated or vacated since the last reporting period were held by females. This percentage of loss is below both the cabinet's last utilization percentage and the targeted utilization goal. This decrease in employment has had no adverse effect on the cabinet's utilization of female employees. The percentage of female employment in the Energy & Environment Cabinet has actually increased, though slightly, since June 200, from 36.58% to 36.69%, an improvement of 0.11%. Nevertheless, this cabinet is 15.73% below the targeted goal of 52.42%.

## **ENERGY & ENVIRONMENT CABINET**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	1,611	78	4.84%	10.00%	591	36.69%	52.42%	83.1	253.5
<b>JUNE '08 TOTAL</b>	1,684	84	4.99%	10.00%	616	36.58%	52.42%	84.4	266.8
<b>CHANGES</b>	-73	-6	-0.15		-25	+0.11%		-1.3	-13.3



Utilization Goal Met

## **FINANCE & ADMINISTRATION CABINET ANALYSIS**

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, 152 positions were eliminated or vacated in the Finance & Administration Cabinet, resulting in a total workforce of 1,744. Of these 1,744 employees, 147 are minorities. These 147 employees comprise 8.43% of the Finance & Administration Cabinet's workforce, 1.57% below the minority utilization goal of 10%. Nevertheless, since the last reporting period the percentage of minority workers in the Finance & Administration Cabinet has risen slightly. In June 2008, the Finance & Administration Cabinet had a minority utilization of 8.18%, 0.25% smaller than the current figure of 8.43%. Of the 152 positions eliminated or vacated, eight were held by minorities. These eight positions comprised only 5.26% of all the jobs eliminated or vacated during this reporting period. This percentage of loss is lower than both the percentage of minorities utilized and the targeted utilization goal.

### **Female Utilization**

Of the 1,744 employees currently within the cabinet, 823 are female. Since June 2008, the percentage of females employed by the Finance & Administration Cabinet has declined from 47.68% to 47.19%, a decline of 0.49%. Between June 2008 and December 2008, 53.9% of the positions eliminated or vacated in the Finance & Administration Cabinet were held by women. This number of female positions eliminated or vacated may be responsible for the slight decrease in female utilization.

## **FINANCE & ADMINISTRATION UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	1,744	147	8.43%	10.00%	823	47.19%	52.42%	27.4	91.3
<b>JUNE '08 TOTAL</b>	1,896	155	8.18%	10.00%	904	47.68%	52.42%	4.6	89.89
<b>CHANGES</b>	-152	-8	+0.25%		-81	-0.49%		+22.8	+1.5



Utilization Goal Met

## **GENERAL GOVERNMENT ANALYSIS**

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, the General Government saw a net increase of four positions, resulting in a total workforce of 2,748. Of these 2,748 employees, 176 are minorities. These 178 employees comprise 6.4% of the General Government's workforce, 0.09% smaller than the previous reporting period and 3.51% below the minority utilization goal of 10%.

### **Female Utilization**

Of the 2,744 employees currently within the cabinet, 1,644 are female. Since the last reporting period, the percentage of females employed by the General Government has increased from 59.91% to 60.77%, an improvement of 0.86%. The General Government's female utilization is 8.35% above the targeted utilization goal for female employment.

## **GENERAL GOVERNMENT UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	2,748	176	6.4%	10.00%	1,670	60.77%	52.42%	98.8	0
<b>JUNE '08 TOTAL</b>	2,744	178	6.49%	10.00%	1,644	59.91%	52.42%	96.4	0.0
<b>CHANGES</b>	+4	-2	-0.09%		+26	+0.86%		+2.4	0



Utilization Goal Met

## **HEALTH & FAMILY SERVICES CABINET ANALYSIS**

The Health & Family Services Cabinet is one of three cabinets within state government that meet both the minority and female utilization goals.

### **Minority Utilization**

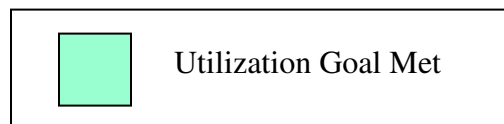
The Health & Family Service Cabinet maintained its minority utilization numbers despite a decrease of 357 positions within the cabinet. The Health & Family Services Cabinet exceeds the minority utilization goal of 10% by 3.69%. Of the 7,036 employees within the cabinet, 963 are minorities. Although this is down 0.19% from the last reporting period, it remains the highest percentage of minority employees within state government.

### **Female Utilization**

The Health & Family Service Cabinet maintained its female utilization numbers despite a decrease of 357 positions within the cabinet. The Health & Family Services Cabinet exceeds the female utilization goal by 27.23%. Of the 7,036 employees within the cabinet, 5,604 are females. Of the 357 positions eliminated or vacated, 297 (or 83.2%) were held by females. This had little effect on the cabinet's female utilization numbers, resulting in only a 0.17% decrease from 79.82% utilization to 79.65%.

## **HEALTH & FAMILY SERVICES CABINET UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	7,036	963	13.69%	10.00%	5,604	79.65%	52.42%	0.0	0.0
<b>JUNE '08 TOTAL</b>	7,393	1,026	13.88%	10.00%	5,901	79.82%	52.42%	0.0	0.0
<b>CHANGES</b>	-357	-63	-0.19%		-297	-0.17%		0.0	0.0



## **JUSTICE & PUBLIC SAFETY CABINET ANALYSIS**

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, 208 positions were eliminated or vacated in the Justice & Public Safety Cabinet, resulting in a total workforce of 7,885 employees. Of these 7,885 employees, 652 are minorities. These 652 employees comprise 8.27% of the Justice & Public Safety Cabinet's workforce, 1.73% below the minority utilization goal of 10%. Since the last reporting period, the percentage of minority workers in the Justice & Public Safety Cabinet did increase. In June 2008, the Justice & Public Safety Cabinet had a minority utilization of 8.25%, 0.02% smaller than the current figure. Although the overall cabinet workforce decreased by 208 positions, only 16 minority held positions were eliminated (7.7% of the total loss).

### **Female Utilization**

Of the 208 positions eliminated or vacated in the Justice & Public Safety Cabinet since the last reporting period, 89 were held by females. This has resulted in a total female employment of 2,813. In the last six months, the percentage of females employed by the Justice & Public Safety Cabinet has increased from 33.86% to 35.68%, an incline of 1.82 %. The small proportion of female held positions lost (42.8) may have contributed to this slight increase in female utilization.

### **JUSTICE & PUBLIC SAFETY CABINET UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	7,885	652	8.27%	10.00%	2,813	35.68%	52.42%	136.5	1,320.4
<b>DEC '07 TOTAL</b>	8,093	668	8.25%	10.00%	2,902	33.86%	52.42%	141.3	1,340.4
<b>CHANGES</b>	-208	-16	+0.02%		-89	+1.82		-4.8	-20



Utilization Goal Met

## **LABOR CABINET ANALYSIS**

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, the Labor Cabinet increased its workforce by two positions, resulting in a total workforce of 433 employees. Of these 433 employees, 42 are minorities – an increase of two since the last reporting period. These 42 employees represent 9.7% minority utilization, just 0.3% below the minority utilization goal of 10% and an improvement of 0.42% since the last reporting period.

### **Female Utilization**

Of the 433 employees within the Labor Cabinet, 236 females are females. These 236 employees represent 54.5% of the cabinet's total workforce. There was a decrease of seven positions held by females, resulting in a female utilization of 54.5% (1.88% smaller than the previous reporting period). This percentage of female employment is 2.08% above the Commonwealth's goal of 52.42%.

### **LABOR CABINET UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	433	42	9.7%	10.00%	236	54.5%	52.42%	1.3	0.0
<b>JUNE '08 TOTAL</b>	431	40	9.28%	10.00%	243	56.38%	52.42%	3.1	0.0
<b>CHANGES</b>	+2	+2	+0.42%		-7	-1.88%		-1.8	0



Utilization Goal Met



## **PERSONNEL CABINET ANALYSIS**

The Personnel Cabinet is one of three cabinets within state government that meet both the minority and female utilization goals.

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, nine positions were eliminated or vacated within the Personnel Cabinet, resulting in a total workforce of 215 employees. Of these 215 employees, 24 are minorities. These 24 minority employees comprise 11.16% of the Personnel Cabinet's workforce, exceeding the minority utilization goal of 10% by 1.16%. This is an increase of 0.45 % from the last reporting period. Of the nine positions eliminated or vacated, none were positions held by minorities. This contributed to the small increase in minority utilization within the Personnel Cabinet.

### **Female Utilization**

Between June 2008 and December 2008, nine positions were eliminated or vacated within the Personnel Cabinet. The number of females employed with the cabinet decreased by 10 positions, resulting in a slight fall in female utilization from 75% to 73.49%. Nevertheless, the Personnel Cabinet exceeded the female utilization goal of 52.42% by 21.07%.

## **PERSONNEL CABINET UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
TOTAL	215	24	11.16%	10.00%	158	73.49%	52.42%	0.0	0.0
JUNE '08 TOTAL	224	24	10.71%	10.00%	168	75%	52.42%	0.0	0.0
CHANGES	-9	0	+0.45%		-10	-1.51%		0	0



Utilization Goal Met

## **PUBLIC PROTECTION CABINET ANALYSIS**

### **Minority Utilization**

Between June 20, 2008 and December 31, 2008, 37 positions were eliminated or vacated in the Public Protection Cabinet, resulting in a total workforce of 631 employees. Of these 631 employees, 50 are minorities. The Public Protection Cabinet has a minority utilization of 7.92%, down 0.31% from the last reporting period. This percentage of utilization is 2.08% below the targeted goal of 10%. Of the 37 positions eliminated or vacated, five (13.5%) were held by minorities. This disproportional decrease of minorities in the eliminated or vacated positions may have contributed to the slight decrease in minority utilization.

### **Female Utilization**

Of the 631 employees within the Public Protection Cabinet, 256 are females. These 256 employees represent 40.57% of the cabinet's total workforce. This current female utilization percentage is 0.15% smaller than the previous reporting period. This percentage of female employment is 11.85% below the Commonwealth's goal of 52.42%.

### **PUBLIC PROTECTION CABINET UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	631	50	7.92%	10.00%	256	40.57%	52.42%	13.1	74.8
<b>JUNE '08 TOTAL</b>	668	55	8.23%	10.00%	272	40.72%	52.42%	11.8	78.2
<b>CHANGES</b>	-37	-5	-0.31%		-16	-0.15%		+1.3	-3.4



Utilization Goal Met

## **TOURISM, ARTS & HERITAGE CABINET ANALYSIS**

### **Minority Utilization**

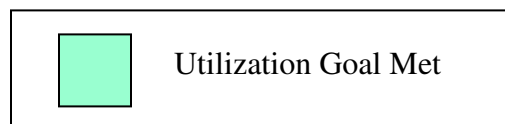
Between June 30, 2008 and December 31, 2008, 58 positions were eliminated or vacated in the Tourism, Arts & Heritage Cabinet, resulting in a total workforce of 2,078. Of these 2,078 employees, 134 are minorities. These 134 employees comprise 6.45% of the Tourism, Arts & Heritage Cabinet's workforce, 3.55% below the minority utilization goal of 10%. Nevertheless, since the last reporting period the percentage of minority workers in the Tourism & Heritage Cabinet has increased slightly. While total employed decreased, minority employment increased by one position. As a result, the Tourism & Heritage Cabinet's minority utilization incased by 0.22% over the last six months.

### **Female Utilization**

Between June 2008 and December 2008, only 24.14% of the positions eliminated or vacated in the Tourism, Arts & Heritage Cabinet were held by females. Of the 2,078 employees currently within the cabinet, 846 are female. Because of this low proportion of female held positions being eliminated or vacated, in the last six months the percentage of females employed by the Tourism & Heritage Cabinet has increased from 40.26% to 40.71%, an improvement of 0.45%.

## **TOURISM, ARTS & HERITAGE CABINET UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	2,078	134	6.45%	10.00%	846	40.71%	52.42%	73.8	243.3
<b>JUNE '08 TOTAL</b>	2,136	133	6.23%	10.00%	860	40.26%	52.42%	80.6	259.70
<b>CHANGES</b>	-58	+1	+0.22%		-14	+0.45%		-6.8	-16.4



## **TRANSPORTATION CABINET ANALYSIS**

### **Minority Utilization**

Between June 30, 2008 and December 31, 2008, 274 positions were eliminated or vacated in the Transportation Cabinet, resulting in a total workforce of 4,362. Of these 4,362 employees, 302 are minorities. These 302 employees comprise 6.92% of the Transportation Cabinet's workforce, 3.08% below the minority utilization goal of 10%. Since the last reporting period, the percentage of minority workers in the Transportation Cabinet has fallen. In June 2008, the Transportation Cabinet had a minority utilization of 7.59%, 0.67% greater than the current figure. Of the 274 eliminated or vacated positions, minorities comprised a disproportionate 18.25% (50 employees). This contributed to the decrease in the Transportation Cabinet's minority utilization.

### **Female Utilization**

Between June 2008 and December 2008, 274 positions were eliminated or vacated in the Transportation Cabinet, resulting in a total workforce of 4,362. Of these 4,362 employees, 831 are females. These 831 employees represent 19.05% of the Transportation Cabinet's workforce, 33.37% below the female utilization goal of 52.42%. Of the 274 positions eliminated or vacated, 68 (or only 24.82%) were held by females. However, this percentage is disproportionate to the number of females employed within the cabinet and contributed to the 0.34% decrease in the cabinet's female utilization.

## **TRANSPORTATION CABINET UTILIZATION TABLE**

	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL	# MIN NEEDED	# FEMALE NEEDED
<b>TOTAL</b>	4,362	302	6.92%	10.00%	831	19.05%	52.42%	134.2	1,455.6
<b>JUNE '08 TOTAL</b>	4,636	352	6.59%	10.00%	899	19.39%	52.42%	111.6	1,531.20
<b>CHANGES</b>	-274	-50	-0.67%		-68	-.034%		+22.6	-75.6



Utilization Goal Met

## **APPENDIX 1.**

### **EEO Job Category Definitions**

**Group 1. Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on regional, district or area basis. Includes: Department heads, directors, assistant directors, branch managers, environmental health program administrators, controllers, examiners, wardens, network engineers, resort park managers, police and fire chiefs, inspections and kindred workers.

**Group 2. Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, correctional captains, health policy assistants and other kindred workers.

**Group 3. Technicians:** Occupations which require a combination of basic scientific or technical knowledge with manual skill which can be obtained through specialized post secondary school education or through equivalent on the job training. Includes: Computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, mine inspectors, programmers, systems engineer IT, highway technicians, technicians (medical, dental, electronic, physical sciences), administrative specialist I, inspectors and kindred workers.

**Group 4. Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: Correctional officers, fire fighters, KVE inspector, facilities security officers, state park rangers, detectives, Occupational Safety and Health Administration, (OSHA), safety consultants, hazardous device investigators, wildlife and boating law enforcement officers and kindred workers.

**Group 5. Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "new careers" concept. Includes: Administrative assistants, family support specialists, laboratory aids, revenue examiners, medical aids, child support workers, youth workers, museum guides, house parents, fish and wildlife technicians and kindred workers.

**Group 6. Office and Clerical:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paper work required in an office. Includes: Administrative secretaries, bookkeepers, messengers, office machine operators, clerk-typists, stenographers, data entry operators, communication dispatchers, office managers, postal technicians, rehabilitation care aids, offender information specialists and kindred workers.

**Group 7. Skilled Worker:** Manual workers of relatively high level (precision production and repair) having a full and comprehensive knowledge of the process involved in their work. Exercise considerable independent judgment and usually received an extensive period of training. Includes: mechanics and repair people, electricians, heavy equipment operators, highway superintendents, carpenters, HVAC inspectors, locksmiths, correctional farm managers, fisheries biologists and kindred workers.

**Group 8. Service/Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: Cooks, equine workers, elevator inspectors, highway equipment operators, janitors, laborers, laundry workers, park workers, patient aides, stores workers, veterans cemetery caretakers and kindred workers.